

Posting of Expenses

Name: Bonnie Ruest

Title: Executive Director

Reporting Period: October 1, 2015 to March 31, 2016

Date	Amount	Expense Category	Description
Sept. 30, 2015	\$157.20	Travel – Mileage	CHAO Conference – Toronto
Sept. 30 – Oct. 2, 2015	\$457.04	Travel – Accommodation	CHAO Conference – Toronto
October 2, 2015	\$178.54	Travel- Train	CHAO Conference – Toronto
October 7 - 9, 2015	\$463.20	Travel – Mileage	CHI Leadership Council – St. Catherines
October 7 - 9, 2015	\$257.24	Travel – Accommodation	CHI Leadership Council – St. Catherines
October, 2015 to March, 2016	\$600.00	Travel – Mileage	Routine local travel for six month period.

Name: Shivon Konink

Title: Health, Safety and Education Coordinator

Reporting Period: October 1, 2015 to March 31, 2016

Date	Amount	Expense Category	Description
February 16 -18, 2016	\$291.54	Travel – Train	Financial Management and Budgeting – Toronto
February 16 -18, 2016	\$429.20	Travel – Accommodation	Financial Management and Budgeting – Toronto
March 31, 2016	\$79.07	Travel – Mileage & Parking	WSIB Meeting - Ottawa

Posting of Expenses

Name: Wendy MacInnis

Title: Director of Nursing

Reporting Period: October 1, 2015 to March 31, 2016

Date	Amount	Expense Category	Description
Sept. 30 - Oct. 2, 2015	\$457.04	Travel – Accommodation	CHAO Conference - Toronto
Sept. 30 - Oct. 2, 2015	\$75.92	Travel – Meals	CHAO Conference - Toronto
Sept. 30 - Oct. 2, 2015	\$178.54	Travel – Train	CHAO Conference - Toronto
Oct. 21 - 24, 2015	\$440.00	Travel – Mileage	CMHA Conference - Waterloo
Oct. 21 - 24, 2015	\$57.18	Travel – Meals	CMHA Conference - Waterloo

Definitions:

Date(s): - when expense(s) were incurred

Amount: - the value of the approved expense

Expense Category: - the type of expense incurred:

- Travel
 - Vehicle rental or own use (mileage)
 - Train or air travel
 - Taxi or public transportation
 - Accommodation
 - Travel incidentals (insurance, parking, tolls)
- Meal
- Hospitality

Description: Notes explaining the context in which the expenses were incurred, or any other relevant details.